

DEC 3 1976

# ANNUAL REPORT

of

SUPERINTENDENT OF PUBLIC INSTRUCTION

DOLORES COLBURG



to the

GOVERNOR of MONTANA

HONORABLE THOMAS L. JUDGE

for the

FISCAL YEAR ENDED

June 30, 1976

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AGENCY ANNUAL REPORT  
1976 FISCAL YEAR

OBPP

Agency Supt. of Public Instr. 3501 Program Chief State School Officer 01  
Name (Code) Name (Code)

PART I - VARIANCE IN FTE's, EXPENDITURES, AND REVENUE

Items	COLUMN A		COLUMN B		CHANGE FROM A TO B	
	Authorized FY 76		Actual FY 76		Amount	Percent
Total FTE's	7.0	FTE	7.0	FTE	0 FTE	0 %
Federal FTE's	0	FTE	0	FTE	0 FTE	0 %
Total Expenditures	\$ 195,622		\$ 195,099		\$ (523)	(.3) %
General Funds	\$ 195,622		\$ 195,099		\$ (523)	(.3) %
ERA Funds	\$		\$		\$	%
Federal Funds	\$		\$		\$	%
Other Funds	\$		\$		\$	%

(Note - Funding items 4-7 must equal item 3, total expenditures.)

PART II - VARIANCE REPORT NARRATIVE EXPLAINING MAJOR CHANGES

PART III - AGENCY RECOMMENDATIONS FOR PROGRAM IMPROVEMENTS

None



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# AGENCY ANNUAL REPORT

1976 FISCAL YEAR

Agency	Superintendent of Public Instruction	3501
	Name	(Code)
Program	Chief State School Officer	01
	Name	(Code)

## PART IV - MAJOR PROGRAM ACCOMPLISHMENTS FOR FY 1976

Following an intensive two-year review, several regional public meetings and a public hearing in the Capitol House Chamber, the State Superintendent made a number of recommendations to the Board of Public Education for amendments and revisions to the state standards for accreditation of schools. Amendments and revisions to the standards were adopted by the Board of Public Education in March, 1976. Thus, the review, revision, refinement and recommendation process conducted by the State Superintendent and the staff represented the broadest involvement of Montanans in the standards for accreditation of schools in the state's history. Integral to the process were three major premises: 1) that standards cannot be static if they are to reflect changing education concepts and goals, 2) that more qualitative measures needed to be introduced, and 3) that self-evaluation and long-term educational planning should be reflected.

The State Superintendent's Annual Education Conference, "Courtrooms and Classrooms: Does the Suit Fit?" was conducted in Helena on April 12-13. Approximately 300 district superintendents, trustees and county superintendents as well as principals and teachers from throughout the state participated. Two nationally prominent educators, William R. Hazard and Bernard W. Kaye, were featured speakers for the event. Additionally, 30 Montanans served on panels and conducted workshops for participants on topics related to the conference theme. The workshop sessions included several topics: "Legal Implications for Special Education," "Cultural Awareness and Title IX," "Use and Misuse of Student Data," and "Affirmative Action: How to Get Started." The State Superintendent moderated a panel entitled "Taking Inventory: Educational Legislation for 1977."

This program provides overall administration of the various functions and responsibilities of the office. Personnel in this program, particularly the State Superintendent, provide essential leadership, coordination and direction for all office programs and functions consistent with the goals and objectives that have been adopted for the office.

*Salares Callum* 12/1/76  
Name of Respondent Date





AGENCY ANNUAL REPORT  
1976 FISCAL YEAR

OBPP

Agency Supt. of Public Instr. 3501 Program Educational Services 02  
Name (Code) Name (Code)

PART I – VARIANCE IN FTE's, EXPENDITURES, AND REVENUE

Items	COLUMN A		COLUMN B		CHANGE FROM A TO B	
	Authorized FY 76		Actual FY 76		Amount	Percent
Total FTE's	155.94	FTE	151.55	FTE	4.39 FTE	(2.8) %
Federal FTE's	64.77	FTE	62.06	FTE	2.71 FTE	(4.2) %
Total Expenditures	\$3,418,889		\$ 3,443,969		\$ 25,080	7 %
General Funds	\$1,190,187		\$ 1,177,119		\$ (13,068)	(1.1) %
ERA Funds	\$ 41,827		\$ 40,067		\$ ( 1,760)	(4.2) %
Federal Funds	\$1,607,855		\$ 1,655,283		\$ 47,428	2.9 %
Other Funds	\$ 579,020		\$ 571,500		\$ ( 7,520)	(1.3) %

(Note - Funding items 4-7 must equal item 3, total expenditures.)

PART II – VARIANCE REPORT NARRATIVE EXPLAINING MAJOR CHANGES

Item 4-5 & 7 - Minor underexpenditures of operation funds and/or position not filled for entire year.  
Item 6 - Approved budget amendment.  
Items 1 & 2 - One-half FTE transferred to Dept. of Administration in January, 1976 remaining variance resulted from position being unfilled during recruitment.

PART III – AGENCY RECOMMENDATIONS FOR PROGRAM IMPROVEMENTS

None





# AGENCY ANNUAL REPORT

1976 FISCAL YEAR

Agency	Superintendent of Public Instruction	3501
Program	Name Educational Services	(Code) 02
	Name	(Code)

## PART IV - MAJOR PROGRAM ACCOMPLISHMENTS FOR FY 1976

### Administrative Services

. A program planning effort was instituted and coordinated by Administrative Services in conjunction with the expectations of the Governor's Executive Planning Process. The effort involved all supervisory personnel in reviewing established goals and objectives and in planning future activities related to the goals. The process for the 1976 fiscal year was completed with the setting of operational budgets for the 1977 fiscal year and the preparation of the budget request for the 1977-79 biennium.

. The School District Accounting Research Committee, comprised of representatives from organizations interested in school business, met four times to discuss the development of a uniform accounting system for Montana school districts. Goals that were identified by the committee are 1) to develop a basic accounting system that can be expanded to meet the needs of various size districts, 2) to study the school district fund structure and recommend needed legislative changes, and 3) to include the product of the committee's study in the School Finance and Statistics Reference Manual. The committee adopted the accounting principles for school districts as approved by the National Association of School Business Officials.

### Basic Skills

. Three areas of service in curriculum planning were developed during the fiscal year: the arts and humanities, social studies and environmental education. A task force of educators and citizens was organized to begin planning a comprehensive arts education program for Montana. This effort was complemented by the formation of a liaison network that now includes 815 representatives from schools throughout the state. Brian Way, an internationally recognized authority on drama in education, conducted two workshops involving 124 participants. On request, teachers were provided 1,825 reprints of curriculum materials listed in the Arts and Humanities Newsletter. In the area of social studies curriculum planning, teachers in Montana were provided three slide tape units on Montana history. This Visual History of Montana series eventually will consist of 15 units depicting the state's history before the arrival of the white man to the recent past. Seven workshops in environmental education and two workshops in outdoor education were conducted. The environmental education workshops were part of a regional effort sponsored by the Western Region Environmental Education Council.



. Staff members in Basic Skills assisted in the planning and presentation of a regional workshop program that provided inservice training at five sites for more than 2,000 teachers. Several workshops were developed including a unique approach for teaching motorcycle rider education. Staff members also conducted or arranged 70 inservice workshops tailored to the specific needs of schools. More than 280 school programs were provided various services during the year. Additionally, two workshops on time management were sponsored for 60 participating school superintendents and secretaries.

#### Finance, Planning and Evaluation

. Tests in two additional goal areas--Attitude Toward School and Character--were developed for Montanan's 15 goals for education during fiscal year 1976. Tests for seven goal areas now are available to schools as part of a voluntary yearly assessment in grades 6 and 12. Over 11,000 students were tested this past year (7,150 sixth graders and 4,563 twelfth graders) in 260 elementary schools (40 percent of the state's elementary schools) and 104 secondary schools (60 percent). Students were tested in March and schools were provided with test results in early May for use in program evaluation and planning. Work was begun on tests for three additional goal areas for use in fiscal year 1977.

. A planning workshop was conducted for Lewistown school district personnel to assist them in defining goals at the district level and in identifying methods and conditions expected to facilitate goal achievement. Representatives from 14 additional districts participated in the workshop.

. A workshop on teacher evaluation was conducted for Great Falls school district administrators to assist in implementing the district's evaluation plan. The workshop was highly successful and could serve as a model for other workshops throughout the state.

. Work continued within the State Superintendent's office to relate the state-adopted (1975) philosophy of basic quality education with the fifteen goals for education identified by a sample survey of Montanans (1973). The former is defined as a process that may be expected to contribute to achievement of the fifteen goals. The role and responsibilities of the State Superintendent's staff with respect to basic quality education and the Montana goals were reviewed, and directions were established for continued implementation of both in the programs of the office. Also, plans were developed for a three year intensive project in selected schools in Montana to implement basic quality education and Montanan's goals for education (or locally determined modifications of both). Schools will be selected and the project will be implemented in the coming year. During the fiscal year, intensive staff workshops were conducted to review the underlying philosophy of a basic quality education, to develop alternative strategies for implementation and to reaffirm staff commitment to the concept for the state's educational community.



## Information Services

. During the fiscal year, a concerted effort was made to enhance Montana educators' access to educational resources. Project Exchange, a program to develop the office's dissemination capacity, was funded by the National Institute of Education and became operational with school districts in Missoula County included as a pilot site. In January, staff of the project trained the first group of nineteen extension agents. During the remainder of the year, over 350 resource requests were processed. The office staff library became the central clearinghouse for these requests and was renamed resource center to reflect more accurately its expanded capacity to access regional and national data bases and to serve Montana educators as well as office staff. Montana Schools, the Superintendent's monthly newsletter, was expanded from a small, multilithed publication to an eight-page tabloid, and a full-time professional editor was assigned for the first time. A graphic artist was added to staff to assist in producing professional educational publications and materials. More than 14,200 calls were received on the toll-free education hotline that was installed last year.

## Special and General Services

. The Indian Education and Equal Learning Opportunities staff prepared an inservice package titled, "American Indian History and Culture: An Inservice Training Course for Teachers." This model course consists of an outline, materials and resources necessary for providing inservice training programs in local districts. Plans also were made for training resource people on the seven reservations who ultimately will coordinate and conduct training sessions in their areas. Three sites--Brockton, Busby and Browning--were identified to pilot the materials developed. Plans to use the materials in these areas in early 1977 have been completed. These activities were initiated in concert with the Indian Culture Master Plan adopted in 1975 by the State Board of Education in response to a resolution enacted by the 1973 legislature. Further, state law requires that by July 1, 1979, all certified school personnel in schools on or in the vicinity of Montana's seven Indian reservations shall have had a background ". . . in the history, traditions, customs, values, beliefs, ethics and contemporary affairs of American Indians, particularly Indian tribes of Montana."

. An inservice training course developed by the Superintendent of Public Instruction and made available to school districts provides one way that certified school personnel can meet the requirements of the law.

. For handicapped children in Montana schools, a total of \$17,849,866 was approved to support special education and related services in 874 programs. Another \$1,356,010 was approved to support regional services for handicapped children in rural isolated schools that could not operate appropriate programs for their handicapped children. Altogether, a total of 16,176 children received appropriate special educational services, including 2,311 children who were mentally retarded, 6,713 learning disabled or emotionally disturbed children and





6,298 children with speech impairments. The remaining children had orthopedic, hearing, vision or multiple handicaps requiring special educational services. Services were provided to an additional 3,277 handicapped children in the 1976 fiscal year over the previous year when 12,899 children were served. The increased services represent significant progress toward the statutory goal of service to all handicapped by July 1, 1979.

. An inservice training package for bus drivers was developed, implemented and evaluated. The project, financed jointly by the Highway Safety Office and the Superintendent of Public Instruction, resulted in the development of instructional materials for training bus drivers in several major areas: the law, regulations and policies, human relations, assessment and evaluation of buses, basic vehicle control, detection of roadway hazards, critical situations and emergency preparedness. Fifteen coordinators involved in the development of the training materials conducted training sessions for 500 bus drivers. An ad hoc committee met to evaluate and modify the inservice package and to make plans for further implementation of the training. Plans for the 1977 fiscal year are to train approximately 50 coordinators who will be available to provide training for all 2,000 bus drivers in Montana.

. The Equal Learning Opportunities program staff made substantial progress in assisting school districts to design programs that will assure equal learning opportunities for all children regardless of their sex or membership in a minority group. The program, funded under Title IV of the Civil Rights Act, is designed to reduce sex role stereotyping with particular attention directed to physical education opportunities, curricular activities, and extracurricular activities provided for both boys and girls.

### Vocational Skills

. Vocational education regional workshops were conducted at seven sites and included 350 participants. The objectives of the workshops were 1) to identify and discuss situations, issues, strengths and weaknesses that relate to the delivery of vocational education in local school districts, 2) to develop further a philosophy for Montana vocational education that is congruent with statewide needs and desires, 3) to clarify future goals and objectives for Montana vocational education, and 4) to discuss the development of a vocational education management information system for local and statewide planning and evaluation. A questionnaire was developed by staff and, subsequently, was used in the workshops to identify problem areas at all levels of vocational education. Small group discussion was facilitated by staff members to identify concerns. Workshop participants included vocational education teachers, school administrators, representatives of business and industry, school board members, members of the Montana Advisory Council for Vocational Education, other state agencies, students, union representatives, representatives from the university units and legislators.

. Inservice education programs were offered for teachers who are responsible for supervision of student teachers in industrial arts, agriculture and home economics





at Montana State University and the University of Montana. During one of the sessions, a Handbook for Student Teacher Supervisors in Home Economics Education was developed.

. The Missoula Technical Center, in consultation with the Health Occupations Education Supervisor, the local health occupations advisory committee and medical and respiratory therapy personnel, developed a curriculum for a respiratory therapy technician program. The 12-month program was implemented with 12 students enrolled in the program. Clinical experience for the students is provided at three hospitals in Missoula. Faculty and consultants to the program are completing a self-analysis outline for the American Medical Association--the first step to receiving AMA accreditation of the program that is necessary so that graduating students may become registered respiratory therapy technicians.

Salome Colman 12/1/76  
Name of Respondent Date



AGENCY ANNUAL REPORT

1976 FISCAL YEAR

OBPP

Agency	Supt. of Public Instr.	3501	Program	Distribution to Schools	09
	Name	(Code)		Name	(Code)

PART I - VARIANCE IN FTE's, EXPENDITURES, AND REVENUE

Items	COLUMN A		COLUMN B		CHANGE FROM A TO B	
	Authorized FY 76		Actual FY 76		Amount	Percent
Total FTE's	0	FTE	0	FTE	0 FTE	0 %
Federal FTE's	0	FTE	0	FTE	0 FTE	0 %
Total Expenditures	\$ 109,980,273		\$ 113,825,045		\$ 3,844,772	3.5 %
General Funds	\$ 24,431,614		\$ 23,997,147		\$ ( 434,467)	(1.8) %
ERA Funds	\$ 68,048,659		\$ 73,301,048		\$ 5,252,389	7.7 %
Federal Funds	\$ 17,500,000		\$ 16,526,850		\$ ( 973,150)	(5.6) %
Other Funds	\$		\$		\$	%

(Note - Funding items 4-7 must equal item 3, total expenditures.)

PART II - VARIANCE REPORT NARRATIVE EXPLAINING MAJOR CHANGES

Item 4 - \$28,815 of School Food Services appropriation not needed to meet required match of federal funds. Transportation reimbursements did not meet expected amounts because of penalties for substandard equipment or unqualified drivers and delayed delivery of ordered equipment. There appeared to be an unusual number of new buses ordered during FY1976 and deliveries unusually slow and better enforcement of standards. We do not anticipate the same situation during FY1977.

Item 5 - Appropriations actually are for all funds available. Collections were in excess of original estimates.

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PART III - AGENCY RECOMMENDATIONS FOR PROGRAM IMPROVEMENTS

None



## PART IV - MAJOR PROGRAM ACCOMPLISHMENTS FOR FY 1976

m 6 - All federal flow-through funds available may be expended. Appropriation is to be used for subsequent years; therefore, is set for estimate of all federal funds for fiscal year.

E 1. All funds expended for the Special Education Regional Centers (Appropriation 26154, \$1,356,020) are reported as of 6/30/76. Since that time \$122,993 has been refunded and reverted as unexpended balances.

Salaries Colman 12/1/76

Name of Respondent

Date





Activities undertaken to promote and comply with  
The Freedom from Discrimination Act

In compliance with Gubernatorial Executive Order #8-73 and the requirements of the Comprehensive Employment and Training Act, the Superintendent of Public Instruction submitted to the EEO Bureau and the Governor's Employment Training Council an affirmative action program in March 1976. The program plan was reviewed and returned for minor corrections; a compliance review was conducted by the Human Rights Division; and the Superintendent is awaiting notification of final approval soon. Significant action items completed to implement the plan follow.

1. Ms. Rae M. Haas, Director of Administrative Services, was named EEO Officer for the office.
2. Recruitment was begun during fiscal year 1976 for a full-time professional personnel officer whose responsibilities will include implementation of the affirmative action program.
3. Recruitment and screening processes were reviewed and revised, the agency application form and record keeping were revised to assure compliance with EEO principles.
4. Awareness sessions were conducted with all staff members to review the affirmative action program and to urge non-discrimination employment procedures.
5. An affirmative action training seminar was conducted for CETA subgrantees (five districts with postsecondary vocational-technical centers) to provide technical assistance necessary for center personnel to write affirmative action plans.
6. One section of the Superintendent's annual education conference focused on affirmative action and EEO responsibilities for local education agencies.

This office expects to continue implementation of its affirmative action program in fiscal year 1977. In addition, every effort will be made to provide technical assistance to local school districts in developing and writing affirmative action plans.





